



BSO Tutorial for Tax Year 2003 – Text-Only Version

W-2 Online

Contains the following lessons:

- [Create a Form W-2 Online](#)
- [Resume the Creation of Unsubmitted Form W-2s](#)
- [Download Submitted W-2s](#)

Lesson 1: Create Form W-2s Online

Follow the instructions below to create up to 20 Form W-2s online.

Step 1: Point your browser to the Business Services Online Welcome page:
www.socialsecurity.gov/bsowelcome.htm.

Step 2: Select the Login link on the Business Services Online Welcome page. The system displays the BSO - Privacy Policy Statement page.

Step 3: Select the I Accept button (located at the bottom of the page) after reading the conditions defined on the BSO - Privacy Policy Statement page. The system displays the Business Services Online Login page.

Step 4: Enter your PIN and password.

Step 5: Select the Login button. The system displays the BSO Home Page. (To return to the Business Services Online Welcome page, select the Cancel button.)

Step 6: Select the Enter Forms W-2 for Tax Year 2003 link. The system displays the W-2 Online Information page.

NOTE: If you have any existing unsubmitted reports, the system will display the Unsubmitted W-2 Online reports for Tax Year 2003 page. For TY 2003, you may have a maximum of five unsubmitted reports at one time. To start a new report, you must first submit an existing report. If there are four or less reports you may continue without submitting the existing reports by selecting the Start a New Report button. Refer to [Lesson 2: Resume Unsubmitted W-2s](#) for more information.

Step 7: Select the appropriate response for the FOR WHOM ARE YOU FILING? section after reviewing the Registration Information.

NOTE: The FOR WHOM ARE YOU FILING? radio buttons are not available for self-employed users.

Step 8: Select the Continue button after reviewing the Privacy Act and Paperwork Reduction Act notice. The system displays the W-2 Online Employer Data page. (Otherwise, select the Cancel button to end this session and return to the BSO Home Page.)

Step 9: Enter your employer information.

NOTE: All fields marked with an asterisk must be completed.

Step 10: Select the Continue button. The system displays the W-2 Online Form W-2 page. (Otherwise, select the Cancel button to exit and return to the BSO Home Page.)

Step 11: Enter the W-2 data in the appropriate boxes.

Step 12: Select New W-2 to save this W-2 information and create another W-2. Select the Done button to save this W-2 information and proceed to the W-2 Online Data Review page. Select the Cancel button to delete entries made to this W-2.

NOTE: You can enter a maximum of 20 W-2s. When entering your 20th W-2, the system will no longer display the New W-2 button.

Step 13: After you select New W-2 or Done, you may receive an alert. If so, you will need to review your data and make any corrections or select an override response for each alert. Then, select Done or New W-2 to proceed to the W-2 Online Data Review page.

Step 14: Select the View/Edit button next to the appropriate record to view or edit the W-2 data. If you want to delete the W-2 data, select the Delete button next to the appropriate record.

Step 15: Select one of the following options: New W-2, Edit Employer Info, Go to W-3, Save & Quit, or Quit without Saving.

NOTE: The Save & Quit option will not be available if you logged in with your PIN and SSN.

Step 16: Select the Go to W-3 button to submit your wage data. The system will display your W-2 Online Form W-3 for your review.

Step 17: Select one of the following options:

Submit Wage Report button to submit your wage information. Go to Step 18 for more information.

Print Wage Report button to print or preview your wage report prior to submitting it to SSA. Go to Step 22 for more information.

Return to W-2 Data Review Page button to edit your data. Go to Step 27 for more information.

Step 18: Select the Submit Wage Report button on the W-2 Online Form W-3 page. The system displays the W-2 Online Receipt Acknowledgement page.

Step 19: Right-click the file link to save the wage file.

Step 20: Select Save Target As option from the browser menu to save the file. (Otherwise, select the Continue button.)

NOTE: Your wage file will be available for you until the date displayed on your Receipt Acknowledgement.

Step 21: Select the Continue button. The system displays the W-2 Online Thank You page.

Step 22: Select the Print Wage Report button on the W-2 Online Form W-3 page to print the wage report. The system displays the W-2 Online Report Print page.

NOTE: If you do not have Adobe Acrobat Reader on your computer, you can download it by selecting follow this link near the top of the page.

Step 23: Select the Print Preview link. The system displays the Forms W-2.

Step 24: Select File>Print from the menu bar or select the Print icon from the tool bar.

Step 25: Select File>Close on the menu bar after printing to close the window. The system returns you to the Print Preview page.

Step 26: The options on the Print Preview page will allow you to submit your wage file to SSA, return to the W-3 page, return to the W-2 Online Data Review page, save your data, or quit without saving your data.

Step 27: Select the Return to W-2 Data Review Page button on the W-2 Online Form W-3 page to edit your W-2 data. The system returns you to the W-2 Online Data Review page.

Lesson 2: Resume Unsubmitted W-2s

Follow the instructions below to continue working with W-2 Online reports that you have saved but not yet submitted. SSA will delete any saved reports that you do not submit or update within 90 days. All unsubmitted Form W-2s will be removed on December 31.

NOTE: You may have up to five saved reports. If you have more than one saved report, you must re-enter W-2 Online after resuming work with each one.

Step 1: Point your browser to the Business Services Online Welcome page:
www.socialsecurity.gov/bsowelcome.htm.

Step 2: Select the Login link on the Business Services Online Welcome page. The system displays the BSO - Privacy Policy Statement page.

Step 3: Select the I Accept button (at the bottom of the page) after reading the conditions defined on the BSO - Privacy Policy Statement page. The system displays the Business Services Online Login page.

Step 4: Enter your PIN and password.

Step 5: Select the Login button to display the main menu. The system displays the BSO Home Page. (To return to the Business Services Online Welcome page, select the Cancel button.)

Step 6: Select the Resume Unsubmitted W-2s link. The system displays the Unsubmitted W-2 Online Reports page.

Step 7: Select the View/Edit button for the specific report to view or modify the report. The system displays the W-2 Online Data Review page. (To delete the report, select the Delete button for the specific report.)

NOTE: The Start a New Report button will not be displayed if you have the maximum number of unsubmitted reports (5).

Step 8: Select the Go to W-3 button. The system displays your Form W-3. Use the options on this page to submit your wage report, print your wage report, or return to your unsubmitted Form W-2s.

Lesson 3: Download Submitted Form W-2s

Follow the instructions below to download an Adobe file containing Forms W-2 and W-3 for a W-2 Online report submitted within the last 30 days.

NOTE: Adobe files are available for 30 days or until December 31.

- Step 1: Point your browser to the Business Services Online Welcome page:
www.socialsecurity.gov/bsowelcome.htm.
- Step 2: Select the Login link on the BSO Welcome page. The system displays the BSO - Privacy Policy Statement page.
- Step 3: Select the I Accept button (located at the bottom of the page) after reading the conditions defined on the BSO - Privacy Policy Statement page. The system displays the Business Services Online Login page.
- Step 4: Enter your PIN and password.
- Step 5: Select the Login button to display the main menu. The system displays the BSO Home Page. (To return to the BSO Welcome page, select the Cancel button.)
- Step 6: Select the Download Submitted W-2s link. The system displays the W-2 Online Download page with previously submitted Wage Statements.
- Step 7: Right-click the WFID link you wish to download.
- Step 8: Select the Save Target As option from the browser menu to download the file onto your computer.
- Step 9: Select the Return to the BSO Home Page link to return to the BSO Home Page.